

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Employee Name	<u>Dufauchard, Preston</u>
Expense Dates	<u>11/04/09-11/23/09</u>
Total Expense Amount	<u>160.40</u>
Amount Due Employee	<u>160.40</u>
Form ID	<u>TEA000556166</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	11/16	Railroad Fare	29.60	
2)	11/23	Railroad Fare	29.60	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Travel & Expense Account Summary

Employee Name Preston Dufauchard
 Expense Dates 11/04/09-11/23/09
 Report Name PPD Nov. 2009

Request Total \$ 160.40
 Direct Charge Total - 0.00
 Travel Advances - 0.00
 Net Due Employee = 160.40

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sac Staff Mtgs	160.40

NOTE: (d)=Direct Charge

DATE	Mon Nov 16	Tue Nov 17	Mon Nov 23							TOTAL
Railroad Fare	29.60		29.60							59.20
Mileage, Personal Auto		101.20								101.20
TOTALS \$	29.60	101.20	29.60							160.40

**Travel & Expense Account
Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac Staff Mtgs	11/16/09	Railroad Fare	29.60	Cash
Non-Travel Expenses	Sac Staff Mtgs	11/17/09	Mileage, Personal Auto	101.20	Cash
Non-Travel Expenses	Sac Staff Mtgs	11/23/09	Railroad Fare	29.60	Cash